



DEPARTMENT OF THE ARMY  
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN  
FORT IRWIN, CALIFORNIA 92310-5000

REPLY TO  
ATTENTION OF

AFZJ-CG

3 Feb 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 03, Selection of Casualty Assistance/Notification Officers (CAO/CNO) in Support Of Non-Fort Irwin Deaths

1. PURPOSE. To provide guidance to support next-of-kin notification and casualty assistance for non-Fort Irwin death cases.
2. REFERENCES:
  - a. AR 600-8-1 (Army Casualty Operations/Assistance/Insurance)
  - b. Department of the Army Casualty Assistance Guide for the Casualty Assistance Officer
  - c. Department of the Army Casualty Notification Guide for the Casualty Notification Officer
3. APPLICABILITY. This policy letter allies to all subordinate commands tasked to provide Casualty Notification/Assistance.
4. POLICY. This policy establishes unit responsibility based on the Rotational Calendar to provide individuals to notify and provide casualty assistance to the next-of-kin for non-Fort Irwin death cases.
5. PROCEDURES.

The following units will be tasked to provide officers/NCOs to perform Casualty Notification and Assistance duties during the periods specified below:

| Rotational Calendar | Unit Tasked   |
|---------------------|---|
| Zero week           | Operations Group  |
| RSOI                | 11 <sup>th</sup> Armored Cavalry Regiment (ACR)                     |
| Training Days       | Theater Support Command (TSC)                                       |
| BRD                 | Operations Group (Ops Grp)  |
| Comp Days           | 11 <sup>th</sup> Armored Cavalry Regiment (ACR)                     |
| Max Leave (week 1)  | 1 <sup>st</sup> - 11 <sup>th</sup> ACR<br>2 <sup>nd</sup> - Ops Grp |
| Max Leave (week 2)  | 1 <sup>st</sup> - TSC<br>2 <sup>nd</sup> - Ops Grp                  |

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6. Commanders will select individuals to perform these duties who are:

a. Knowledgeable, competent, mature, dependable, sympathetic, and, if possible, able to speak the same language, if applicable, as the primary next of kin.

b. Captain or higher (officers) and Sergeant First Class (SFC) or higher (enlisted) for Casualty Assistance Officer; and W01 or higher (officer) or SFC or higher (enlisted) for Notification Officer. Individuals selected will be in a grade equal to or senior to the grade of the deceased.

c. Released from conflicting duties.

d. Retainable until CAO duties can be accomplished, normally 30 days but may be longer as applicable.

7. Upon notification of a casualty, the G1/AG Personnel Operations Branch or on-call representative will contact the S1 of the respective unit during duty hours and the Staff Duty Officer during non-duty hours to inform them of the requirement to provide a CNO/CAO. The CNO/CAO as appropriate must report to the Personnel Operations Branch in Class A uniform within 1 hour from the time the unit is notified.

8. SUPERSESSION. This policy letter supersedes para 7-3c, NTC Cir 600-8, 15 Apr 2003.

9. The proponent for this policy letter is the G1/AG at 4-4367.



ROBERT W. CONE  
Brigadier General, USA  
Commanding

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